

POSITION DESCRIPTION

Part I: POSITION INFORMATION

Read each heading carefully before proceeding. Make statements simple, brief, and complete. **Be certain the form is signed.** Send the original to Human Resources. Supervisors and incumbents are responsible for completion of this form.

Unclassified ▼	Temporary ▼	Full-Time ▼	Existing ▼	100% ▼	Other %
Position Number: K0218539		Current Class Title: Administrative Specialist		For Use by Human Resources Allocation: Administrative Specialist Effective Date: 9/4/2008 FLSA Status: Nonexempt Approved By: Patti Woodcock Pay Grade: 19	
Employee Name: Diana Lopez Salgado		Proposed Class Title: (reallocations or new positions only)			
Direct	Name: Linda Williams	Position Number: K0218536			
Supervisor	Title: Public Service Executive I				
Location:	Topeka/Shawnee ▼	Other Location:	8:00am - 5:00pm ▼	Other Hours:	
Division:	Division of Health, Bureau of Family Health ▼			Budget Program Number:	65130

Part II: ORGANIZATIONAL INFORMATION

1. If this is a request to reallocate the position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

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2. How much latitude is allowed incumbent in completing work? Considerable ▼

3. What kinds of instructions, methods and guidelines are given to the incumbent in this position to help do the work?

The employee is provided general verbal and written guidance to help complete work related to this position. New, complex or unusual work situations are explained with all work periodically checked for progress and conformance to established policies and requirements.

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4. Which statement best describes the results of error in action or decision of this incumbent?

Major program failure, major property loss, or serious injury or incapacitation. ▼

5. Describe the work of this position. Use the following format for describing the duties: What is the action being done (use action verb); to whom or what is the action directed (object of action); why is the action being done (describe the result or outcome expected); how is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed).

Number Each Task, Indicate Percent of Time and Identify each function as Essential or Marginal by placing an "E" or "M" next to the % of time for each task. No duty shall exceed 50% nor be less than 5%.

Essential functions are primary job duties for which the position was created and that an employee must be able to perform, with or without a reasonable accommodation.

Marginal functions are peripheral, incidental or minimal parts of the position.

Note: The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

Number	% of Time	E or M	Description of Duties
1.	50%	E	Provides technical and direct administrative support by interpreting, recommending revisions to, and insuring compliance with statutes, regulations, policies and procedures; serves as first contact person for questions and complaints from physicians, nurses and parents; investigates user complaints of a routine nature and takes corrective action; schedules, arranges and places conference calls; prepares or directs preparation of correspondence, agendas and materials for reproduction and distribution; maintains calendars, schedules and plans advisory committee and other meetings; assists program coordinator with development of training and procedural manuals.
2.	25%	E	Assists with research, collection and analysis of program information; provides recommendations to program coordinator, maintains, updates and enters data in program spreadsheets; maintains birth defects registry; creates word processing templates and form letters, macros, functions, tables, queries and reports; implements modifications and runs systems tests; maintains web page in conjunction with program coordinator, Section Director and BFH Director.
3.	15%	E	Oversees the maintenance of an adequate level of office supplies, equipment and property; completes purchase orders, vouchers, bills and related forms; oversees the establishment and maintenance of records and files; gathers data for preparation of the program budget, grant reports and other statistical and financial reports.
4.	5%	M	Participates in interviewing and selecting Administrative Assistant. Assists Program Coordinator with the daily supervision and performance review of Administrative Assistant.
5.			
6.	5%	M	Perform other duties as assigned including serving as a member of the KDHE Disaster Response Team as needed to assure the agency's public and environmental health response is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and/or acts of terrorism.

6. Click on the button if this position directly supervises agency employees:		<input type="radio"/> Supervisor <input checked="" type="radio"/> Non-Supervisor	
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7. List the class titles and position numbers of all agency employees directly supervised by this position:			
Class Title	Position #	Class Title	Position #

8. For what purpose, with whom and how frequently are contacts made with the public, officials or other employees?			
<input type="checkbox"/> Local Government Officials <input type="checkbox"/> State Government Officials <input type="checkbox"/> Federal Government Officials <input checked="" type="checkbox"/> Community Contacts <input type="checkbox"/> Private Consultants <input type="checkbox"/> Owners <input type="checkbox"/> Operators <input checked="" type="checkbox"/> Legislature <input checked="" type="checkbox"/> KDHE Program Staff <input checked="" type="checkbox"/> Other physicians, hospitals, parents <input type="checkbox"/> Other <input type="checkbox"/> Other	Frequency: Frequency: Frequency: Daily Frequency: Frequency: Frequency: Occasionally Daily Frequently Frequency: Frequency:	▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼	Purpose: Purpose: Purpose: carry out duties Purpose: Purpose: Purpose: provide program information carry out duties provide program information Purpose: Purpose:

9. What hazards, risks or discomforts exist on the job or in the work environment?	
<input type="radio"/> Normal Office Environment <input checked="" type="radio"/> Other (please explain)	Normal office environment plus minimal in-state travel with related risks or discomforts.

10. Describe any methods, techniques or procedures that must be used to ensure safety for equipment, employees, clients and others. (Check all that apply.)	
<input type="checkbox"/> Standard industry health and safety protocol is used at sites to ensure the safety of all on-site personnel and the general public. <input type="checkbox"/> Contact with corrosive, toxic, ignitable, and/or reactive materials during fieldwork including hazardous or solid waste site visits, sampling activities, and related work may occur. <input type="checkbox"/> Pursuant to 29 CFR, Part 1910.120, employee will be required to successfully complete the 40-hour Hazardous Waste Site Operations training and the annual eight-hour update training. <input type="checkbox"/> Personal protective equipment is provided as necessary. <input checked="" type="checkbox"/> The use of electrical audiovisual equipment necessitates knowledge and safety measures while using and securing equipment cords to prevent self and others from electrical shock or trip/fall injuries. <input checked="" type="checkbox"/> Normal driving and road hazards may occur while traveling Kansas roads. <input checked="" type="checkbox"/> Use of proper lifting techniques is necessary when lifting and moving material, equipment, etc. <input checked="" type="checkbox"/> Requires the use of computer, copier, calculator, fax, and other electrical office machines. <input checked="" type="checkbox"/> Incumbent is encouraged to follow office safety practices to ensure safety for self and others in the office. <input type="checkbox"/> Other:	

11. Performance of the duties of this position could be reasonably anticipated to cause exposure to blood, blood products and/or other potentially infectious materials.	
<input type="radio"/> Yes <input checked="" type="radio"/> No	

12. Check all machines regularly used in the work of this position and indicate frequency with which they are used.				
Equipment:	Frequency Used:	Equipment:	Frequency Used:	Other:
<input checked="" type="checkbox"/> Computer	Daily ▼	<input type="checkbox"/> Other (describe)	Frequency: ▼	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input checked="" type="checkbox"/> Telephone	Daily ▼	<input type="checkbox"/> Other (describe)	Frequency: ▼	
<input checked="" type="checkbox"/> Copier	Daily ▼	<input type="checkbox"/> Other (describe)	Frequency: ▼	
<input checked="" type="checkbox"/> Fax machine	Frequently ▼	<input type="checkbox"/> Other (describe)	Frequency: ▼	
<input checked="" type="checkbox"/> Scanner	Frequently ▼			
<input type="checkbox"/> Scientific equipment	Frequency: ▼			
<input type="checkbox"/> Sampling equipment	Frequency: ▼			
<input checked="" type="checkbox"/> Vehicle	Occasionally ▼			

Part III: EDUCATION, EXPERIENCE AND SAFETY INFORMATION

13. Minimum Requirements (MR) as stated in the State of Kansas Class Specification. **Note: Do not include substitution statement indicated on class specification. However, if substitution is desired, specifically describe substitution.**

Two years of experience in general office, clerical and administrative support work.

14. Special Requirements: Additional qualifications for this position that are necessary to perform the Essential Functions of the position (i.e. license, registration or certification).

License's Required ☐ Valid Driver's License - Incumbent is required to have and maintain a valid driver's license when operating a state vehicle, a private vehicle, or a rental vehicle for the benefit of the State.
☐ Professional Environmental Engineer - Incumbent is required to maintain a professional environmental engineer license while in the position.
☐ Professional Geologist - Incumbent is required to maintain a professional geology license while in this position.

Other License

15. Preferred education, experience or skills. **(These items will be used to screen applicants when recruiting to fill the position.)**

Preferred Education

- ☒ High School/GED
☐ Bachelors Degree
☐ Masters Degree
☐ Ph.D.
☐ M.D.
☐ Other
☐ Other
☐ Other
☐ Other

Degree Area

Preferred Skills

- ☒ Computer Skills
☒ Grammar
☒ Other
☒ Other
☒ Other
☒ Other
☐ Other
☐ Other
☐ Other

Word, Excel, PowerPoint, Access
Proofreading, editing, attention to detail
Oral and written skills
Extract/analyze/transmit complex technical information
Understands/follows verbal and written instructions
Arithmetic calculations (i.e. standard and percentages)

Preferred Experience:**Part IV: SIGNATURES**

Signature of Employee Date

Signature of Human Resources Official 9/4/2008
Date

Approved:

Linda Williams 5/14/2008
Signature of Supervisor Date

Signature of Agency Head or 9/4/2008
Appointing Authority Date